

## **BOARD FOR GEOLOGY**

### **FREQUENTLY ASKED QUESTIONS**

#### **How do I contact the Board office?**

You may reach the Board office by phone at 804-367-8595, by fax at 804-367-6128, or by e-mail at [geology@dpor.virginia.gov](mailto:geology@dpor.virginia.gov). Additionally, if you have information that you would like to mail to the Board, please send it to:

Board for Geology  
Department of Professional and Occupational Regulation  
3600 West Broad St.  
Richmond, VA 23230-4917

#### **When I call the Board office, will I be able to speak directly with a Board member?**

No. The Board members do not work in the Board office. The Board members are practicing professionals with various businesses in Virginia. They come into the Board offices for Board meetings and hearings, but are not here on a daily basis. The Board staff is here for you to contact with any questions you may have; contacting Board members directly is not appropriate. The Board office staff can answer your questions and are trained to process all information that comes into the Board office.

#### **What are the qualifications for certification?**

Board for Geology Regulations state each applicant for certification as a certified professional geologist in Virginia shall meet the education, experience and examination requirements as specified in § 54.1-1403 of the Code of Virginia. The Code of Virginia states to be eligible for certification as a professional geologist, an applicant shall meet each of the following minimum qualifications:

1. Be of ethical character.
2. Have a baccalaureate or higher degree from an accredited college or university with either a major in geology, engineering geology, geological engineering, or related geological sciences; or have completed at least thirty semester hours or the equivalent in geological science courses leading to a major in geology.
3. Have at least seven years of geological work which shall include either a minimum of three years of geological work under the supervision of a qualified or certified professional geologist, or a minimum of three years of experience in responsible charge of geological work. The adequacy of the position and the required supervision and experience shall be determined by the Board in accordance with standards set forth in its regulations. The following criteria of

education and experience qualify toward the required seven years of geological work:

a. Each year of full-time undergraduate study in the geological sciences shall count as one-half year of experience up to a maximum of two years, and each year of full-time graduate study shall count as a year of experience up to a maximum of three years. Credit for undergraduate and graduate study shall in no case exceed a total of four years toward meeting the requirements for at least seven years of geological work. a. Each year of full-time undergraduate study in the geological sciences shall count as one-half year of experience up to a maximum of two years, and each year of full-time graduate study shall count as a year of experience up to a maximum of three years. Credit for undergraduate and graduate study shall in no case exceed a total of four years toward meeting the requirements for at least seven years of geological work.

b. The Board may consider in lieu of the above-described geological work, the cumulative total of geological work or geological research of persons occupying research or post-graduate positions as well as those teaching geology courses at the college or university level, provided such work or research can be demonstrated to be of a sufficiently responsible nature to be equivalent to the geological work required above.

4. Successfully pass an appropriate examination approved by the Board and designed to demonstrate that the applicant has the necessary knowledge and skill to exercise the responsibilities of the public practice of geology.

**I am certified or licensed in another state and wish to get certified in Virginia. Can I apply through reciprocity?**

Yes. Board for Geology Regulations provides for application through reciprocity. Any person certified, registered or licensed in another state, jurisdiction or territory of the United States may be granted a Virginia certificate without written examination, provided that:

1. The applicant meets all the requirements for certification in Virginia; and
2. The applicant holds a currently valid license in good standing in another jurisdiction based upon successful completion of a comparable exam.

**I am certified in Virginia. I am applying for certification or licensure in another state, but they are requesting verification of my Virginia certification. What do I need to do?**

Please send a check for \$25 made payable to the Treasurer of Virginia, along with a written request for a letter of certification. State whether the certification should be sent to you or directly to the other state board.

**I need to renew my certification, but I have not yet received my renewal form. What do I need to do?**

Send in the renewal fee, make checks payable to the Treasurer of Virginia and include your certification number on your check. If you have had a change of address, include a letter with your new address. Mail this information to the Board for Geology, Department of Professional & Occupational Regulation, 3600 West Broad Street, Richmond, VA 23230-4917. You CANNOT represent yourself as a Virginia certified professional geologist if you are not certified by the Board.

**My renewal payment was one day late and I have always paid on time, can you waive the late renewal fee?**

No. The Board's regulations permit a 30 day grace period in which a license may be renewed without penalty; therefore, your payment is actually 31 days late. Staff cannot waive the fee. Regulation 18 VAC 70-20-50 states that if the requirements for renewal of a certificate, including receipt of the fee by the board, are not complete within 30 days of the expiration date, a reinstatement is required.

**If I did not renew my certificate on time because I did not receive my renewal card, do I still have to pay a late fee or reinstate my certificate?**

Yes. Regulation 18 VAC 70-20-40 states that failure to receive the renewal notice does not relieve the certificate holder of the obligation to renew.

**Does the Board office use the date of receipt or the postmark date to determine whether or not an application or renewal was received on time?**

The date the application or renewal was *received* in the agency determines whether it is on time, *not the postmark date*. If the renewal fee is received after the due date, you will be required to pay the reinstatement fee.

**My address has changed. What do I need to do to notify the Board?**

All address changes must be received by the Board in writing. Individuals must provide a home address, a P.O. Box is not acceptable.

**My name has changed. What do I need to do to notify the Board?**

All name changes must be received by the Board in writing. You must submit a copy of a marriage certificate, divorce decree, court order, or other documentation which verifies the name change.